**eVA Integration Design Team**

Meeting Minutes
September 20, 2004

**Opening**:
The meeting of the eVA integration workgroup was called to order at 10:00 AM on 9/20/2004 in Richmond.

**Present**:

| | |
|---|---|
| Rachel Pace, CWM (phone) | Jerri Kemp, ODU (phone) |
| Will Robbins, CWM (phone) | Parvin Mirshahi, DGS |
| Maria Hatcher, DGS | Linda Orr, CWM (phone) |
| Lynette Jenkins, CWM (phone) | Berni Kenney, CWM (phone) |
| Dan Rogerson, ODU (phone) | Bill Hardiman, GMU (phone) |
| Tom Ward, GMU (phone) | |

**A.     Approval of Agenda**
The informal agenda:
1    – Review Minutes
2    – Review Issues List
3    – Status of AMS Functional/Technical Specification
4    – SCT Status

**B.     Approval of Minutes**
Minutes were approved as is.

**C.     Issues**

**Open Issues**
See separate issues document.

**Closed Issues**
No items closed at this session.

**D.     New Business**

1.      Review Issues List:
- New issues added last week were reviewed and individual names were assigned to each issue.

2.      Status of AMS Functional/Technical Specification:
- There are some issues that COVA is discussing with AMS on the functional specification before accepting and signing off on the final specs.

3.      SCT Status:
- CWM completed negotiations to purchase LDI (Luminis Data Integration) and now is in the procurement process.

\*\*\* Note:  Minutes reflect discussions, not final decisions.  A separate document will be provided with final decisions.

- DGS is still waiting on the SCT Integration technical document from Jim Dye.  Still waiting on SCT's attorney to give the OK.

**E.    Weekly Meetings**

The next weekly integration meeting will be held on <u>Monday, September 27, 2004</u> at DGS in the ISS 9<sup>th</sup> floor conference room starting at 10:00 a.m.  Please be prepared to give your agency's status on the integration effort and problems if any.

**Open Action Items**

<u>Old:</u>

1. Update work breakdown structure (Marion Lancaster)
2. Draft scope and objective (Marion Lancaster)
3. Develop rough draft of project plan (Marion Lancaster)
4. Develop performance, quality assurance, and change management plans (Marion Lancaster)
5. Get access to SCT documentation (Marion Lancaster)
6. Document of software cost to CWM (Berni Kenney)
7. Answer to Mike's question "has AMS signed non-disclosure paperwork with SCT?" (Marion Lancaster)
8. Ask AMS how the system knows to send DO (EP) transactions and not PCO transactions at purchase order exit point? (Marion Lancaster)
9. Ask AMS if comments marked to send to vendor and comments marked not to send to the vendor are part of the integration? (Marion Lancaster)
10. Ask AMS if Preferred Order Method (Print or URL) is available on integration? (Marion Lancaster)

**Closed Action Items**

No items closed at this session.

Prepared by Maria F. Hatcher

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